



MSFC Emergency Program for Building Managers/Assistants

- Center Operations Directorate
- Integrated Customer Support Department
- Emergency Operations Center

MSFC Emergency Program

includes

- MPD 1040.3, MSFC Emergency Program
- MPG 1040.3, MSFC Emergency Plan
- Emergency Preparedness Subcommittee
- Emergency Operations Center
- Emergency Warning System (EWS)
- Emergency/Evacuation Plans
- Fire/Tornado Drills
- Memorandum of Understanding with Area Agencies

MSFC Emergency Program

Key Players

- Incident Commander – a title that can apply equally to the Redstone Fire Department, Emergency Management Director/Deputy, and the NASA Incident On-Scene Coordinator, i.e., Protective Services or Environmental Engineering
- NASA Information Support Center (NISC) If an emergency affects your building after hours, the NISC will leave a message on your office phone
- Emergency Preparedness Officer
- Emergency Operations Coordinator
- HEMSI
- Environmental Health

MSFC Emergency Program

Key Players, continued

- Incident Spill Team
- Safety & Mission Assurance
- Facilities Engineering
- Information Services
- Media Relations
- MSFC Volunteer Storm Spotters
- Building Managers/Assistants

Building Managers/Assistants

Duties

- Report malfunctioning EWS speakers to 4-HELP, option 0
- Report changes to the emergency/evacuation plans
- Wear safety armband during emergencies or drills
- Work with the On-scene Incident Commander during emergencies
- Check for protective area accessibility
- Assist with closing exterior doors, windows, and blinds during severe weather
- Assist with building/area evacuations (do not use your cell phone or hand-held radio in or near affected building during a potential bomb threat)
- Inform Area Manager of emergency incidents